



Tasmanian Aboriginal Centre (TAC) Position Description

Position Title: Cancer Liaison Officer	Section: Aboriginal Health Service
Location: Hobart or Launceston	Reviewed Date: May, 2025
Industrial Instrument: Tasmanian Aboriginal Corporation Enterprise Agreement 2025	Classification Level: 4-6
	Position Status: Fixed Term (up to two years)
Position Type: Full Time	Hours per Fortnight: 72.5
Reports to: Northern Regional Manager	
Positions reporting to this position: Nil	

Purpose of Position:

The purpose of the position is to work within the Tasmanian Aboriginal Community to contribute to the design and delivery of holistic and culturally safe and responsive cancer programs for people with cancer and their families.

The role will contribute to State policy on cancer policy and approaches specific to the Tasmanian Aboriginal Community.

It will work to improve cancer related health outcomes and work to reshape the cancer narrative from fear and stigmatisation to empowerment in the Tasmanian Aboriginal Community.

Key Relationships & Interactions:

- Other TAC services
 - Tasmanian health providers, State government agencies and other
- health promotion services working with people with cancer.

Key Responsibility Areas:

1. In consultation with the Manager, work to support the development of relevant and culturally safe and responsive cancer policy and programs that reflect the National Agreement on Closing the Gap,
2. Through policy inputs, work with the NACCHO and the ACCHO sector to improve the delivery and accessibility of mainstream cancer services for Aboriginal and Torres Strait Islander people,
3. Participate in Communities of Practice with Cancer Liaison Officers based in other Aboriginal organisations across Australia.
4. Advocate on behalf of the Tasmanian Aboriginal Community on cancer care for Aboriginal people through Tasmanian networks.

5. Contribute to the support of culturally responsive and culturally safe health information and promotion material across the cancer care journey for the Tasmanian Aboriginal Community.
6. Maintain reporting requirements as per an activity workplan to ensure project outcomes are achieved,
7. Contribute to program development, team meeting and training activities as required,
8. Participate in and demonstrate commitment to the TAC's Workplace Health and Safety (WHS) and Quality Improvement systems.

Expected Behaviours and Personal Attributes:

- Be accountable for actions and the discharge of the duty of care in the course of work.
- Exercise sound judgment when working under limited direction by applying TAC policies and guidelines.
- Demonstrated knowledge of TAC policies and procedural guidelines.
- Demonstrated client-focused approach with genuine empathy and interest in the client's health, wellbeing and cultural needs.
- Establish and maintain strong links with the Aboriginal community to encourage and support the increased use of health services.
- Be well-presented, friendly and courteous.
- Represent the TAC in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality regarding client and TAC information.
- Ability to work accurately, being prepared to double check, as necessary.
- Ability to work cooperatively and independently.
- Ability to prioritise and organise.
- Demonstrated commitment to Aboriginal self-determination and support for Aboriginal culture being embedded in all programs.

Selection Criteria (skills, knowledge, experience)

Essential:

1. Qualifications in a relevant discipline such as public health, public policy, community development, health promotion and engagement, or similar are preferred (the successful applicant will receive training to support their performance in the role).
2. Knowledge and understanding of the Tasmanian Aboriginal Community and the issues affecting the health outcomes of Aboriginal and Torres Strait Islander people in contemporary Australian society,
3. Demonstrated ability to communicate sensitively and effectively with people from Aboriginal communities
4. Demonstrated written and oral communication skills to influence change, and experience communicating complex or sensitive issues to a wide variety of stakeholders
5. Experience working professionally in a health and/or Aboriginal and Torres Strait Islander community-controlled setting would be highly regarded
6. Experience working with a range of stakeholders, including government and community-controlled organisations
7. Demonstrated ability to provide relevant information for the development of policies and procedures, including capacity for application of initiative, creativity, and sound judgment,
8. Experience advocating for the Aboriginal and Torres Strait Islander community-controlled health sector,

Desirable:

1. Understanding of the Tasmanian health system and how to access it,
 2. Community engagement skills and/or experience in health stakeholder engagement
 3. Experience working with committees including expert working groups and Communities of Practice.
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Pre-employment Checks:

The Tasmanian Aboriginal Centre has determined that the person nominated for this job is to satisfy pre-employment checks before taking up the appointment. These may include:

1. Conviction checks in the following areas:
 - a. Crimes of violence
 - b. Sex Related offences
 - c. Serious drug offences
 - d. Crimes involving dishonesty
 2. Education and Care/Child Care Safety Screening
 3. Identification check
 4. Medical examination to certify ability to undertake tasks required for this position.
 5. COVID-19 vaccination certificate.
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Position Description approved:

CEO's

SIGNATURE-- _____ DATE _____

This position description accurately describes the full set of duties and responsibilities of my position. I understand my responsibilities and am committed to carrying them out in line with the TAC's values, Code of Conduct, policies and procedures, and legislative requirements.

EMPLOYEE'S NAME _____

AND

SIGNATURE _____ DATE _____

MANAGER'S

SIGNATURE _____ DATE _____